

## Web 835 Remittance Process

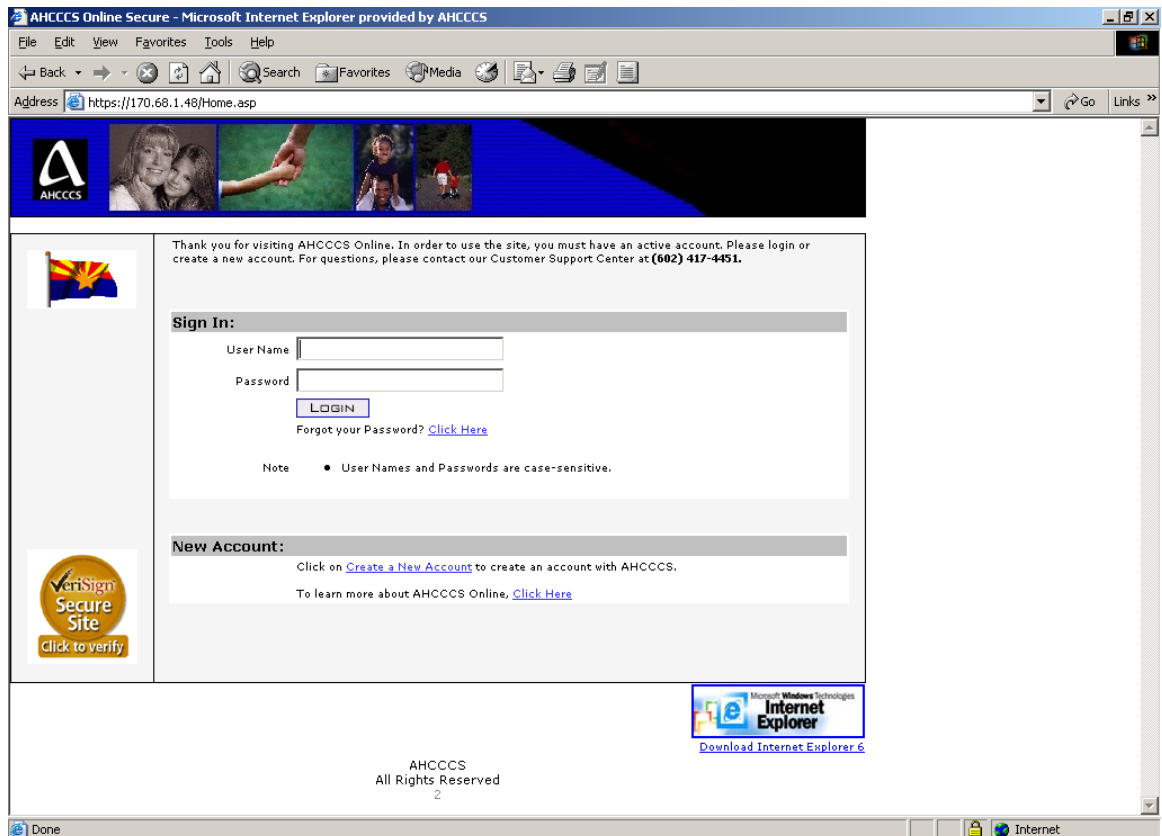
Using the upgraded AHCCCS Remit process, you can elect to download your remittances directly from a secure AHCCCS Internet website and store them in either electronic or hardcopy format, depending on your preference.

If you already have an active username and password to the AHCCCS Online website, please disregard the first section of this document and proceed directly to the "Accessing Your Remittances" section.

### Accessing the AHCCCS Online website

In order to access this site, you will need a username and password approved by AHCCCS. If you do not currently have an active account, you can sign up for one in the following manner:

1. Access the AHCCCS website:  
Production : <https://scertsrv.ahcccs.state.az.us/Home.asp>
2. Click on the "Create a New Account" link the "New Account" section of the page.



3. Read and agree to the AHCCCS End User Agreement (if you do not agree, you can not complete the account creation process).

The screenshot shows a Microsoft Internet Explorer window titled "AHCCCS Online Secure - Microsoft Internet Explorer provided by AHCCCS". The address bar displays "https://170.68.1.48/Enroll\_UserAgreement.asp". The page features a header with the AHCCCS logo and a navigation bar with links for "Home" and "FAQ". The main content area is titled "Enrollment Steps" and lists five steps: 1. User Agreement, 2. Select Account, 3. Verification, 4. Create Profile, and 5. Account Created. The "User Agreement" step is currently selected. The agreement text is displayed in a scrollable box, starting with a warning about confidentiality and followed by terms of use. At the bottom of the agreement box are "I Agree" and "Cancel" buttons. Below the agreement box, the text "AHCCCS All Rights Reserved" and the page number "2" are visible. The status bar at the bottom of the browser window shows "Done" and "Internet".

**Enrollment Steps**

1. User Agreement
2. Select Account
3. Verification
4. Create Profile
5. Account Created

Please read the following terms of use and indicate that you agree by clicking the "I Agree" button at the bottom of the page

**Warning:** The information provided through the AHCCCS Online Web Application is confidential under state and federal law. Use and disclosure of this information is limited to purposes directly related to the administration of Arizona Health Care Cost Containment System. The use and disclosure of this information is also subject to the privacy and security requirements of the Administrative Simplification provisions of the federal Health Insurance Portability and Accountability Act.

The Master Account Holder is responsible for ensuring the confidentiality of any information obtained from this web application by persons using the Master Account Holder user ID or any individual user IDs approved by the Master Account Holder.

The Master Account Holder is responsible for informing itself and its employees and agents of the requirements of all applicable privacy laws and ensuring:

Compliance with the license agreement,  
That individual accounts are limited to employees who need the information to perform their employment-related duties,  
That inactive individual accounts are deactivated, and  
That the Master and individual user IDs and passwords are not shared or disclosed.

AHCCCS  
All Rights Reserved  
2

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<http://www.ahcccs.state.az.us/HIPAA/Testing/Default.asp>  
[www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf](http://www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf)

4. Enter your provider number and tax ID number into the fields as requested.

**AHCCCS Online Secure - Microsoft Internet Explorer provided by AHCCCS**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address [https://170.68.1.48/Enroll\\_NewAccountInfo.asp](https://170.68.1.48/Enroll_NewAccountInfo.asp) Go Links

**AHCCCS** Home FAQ

**Enrollment Steps**

1. User Agreement
2. Select Account
- 3. Verification**
4. Create Profile
5. Account Created

**Please provide the following information:**  
\* Indicates a required field.

Use only the first 6 digits of your provider number.

Provider Number\*

Tax ID Number\*

AHCCCS  
All Rights Reserved  
2

Done Internet

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<http://www.ahcccs.state.az.us/HIPAA/Testing/Default.asp>  
[www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf](http://www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf)

5. Create your user profile (including your username, password, hint question and answer, account type selection, and contact information).

**AHCCCS Online Secure - Microsoft Internet Explorer provided by AHCCCS**

File Edit View Favorites Tools Help

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Address [https://170.68.1.48/Enroll\\_GetUserInfo.asp?PID=313643&taxid=860788300](https://170.68.1.48/Enroll_GetUserInfo.asp?PID=313643&taxid=860788300) Go Links

**AHCCCS** Home | FAQ

**Enrollment Steps**

1. User Agreement
2. Verification
- 3. Create Profile**
4. Account Created

Please verify that the following information is related to the provider for which you wish to create an account. If it is incorrect and not the provider for which you are authorized to create an account, [click here](#) to return to the provider input form.

**Provider Information:**

Provider Name	SURGICENTER
Provider Number	313643
Tax ID Number	860788300

\* Indicates a required field.

In order to create your account, please provide the following information about yourself

**Enter a User Name and Password: (At least 6 characters)**

User Name\*

Password\*

Confirm Password\*

Please choose a hint question and answer to be used to retrieve your password should you forget it. (Mothers maiden name, pets name etc...)

**Choose a Hint Question and Answer:**

Hint Question\*

Answer\*

Individual accounts will be activated by a master account holder for your provider. If you have any questions regarding creating an INDIVIDUAL account, please contact your local master account holder for more information.

In order to create an account, please provide the following information about yourself.

**User Account Information:**

First Name\*

Last Name\*

6. Successful completion of the web-based account request process will be followed by a letter sent to you via US mail containing your account activation code. You cannot access the website without first completing your account setup with this activation code.

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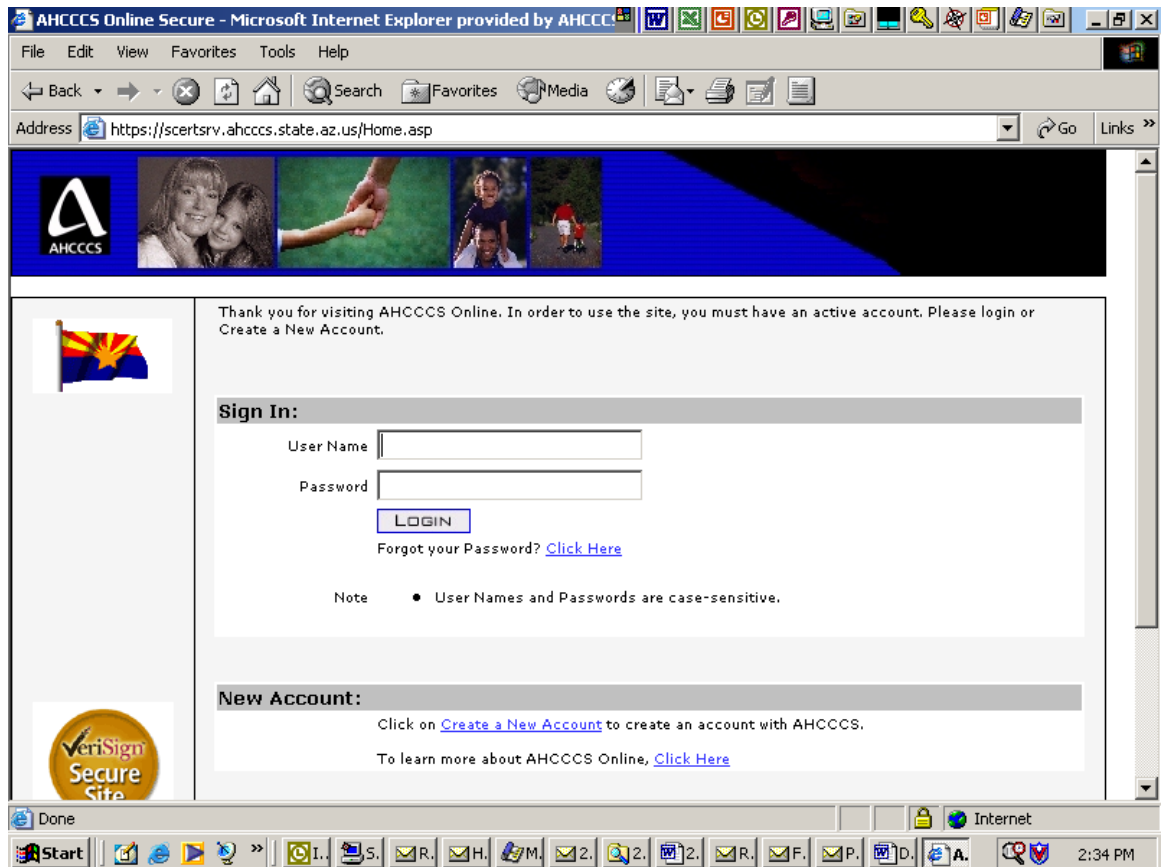
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<http://www.ahcccs.state.az.us/HIPAA/Testing/Default.asp>

[www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf](http://www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf)

## Accessing Your Remittances

1. Use the username and password from your activated account to gain access to the AHCCCS Online website.



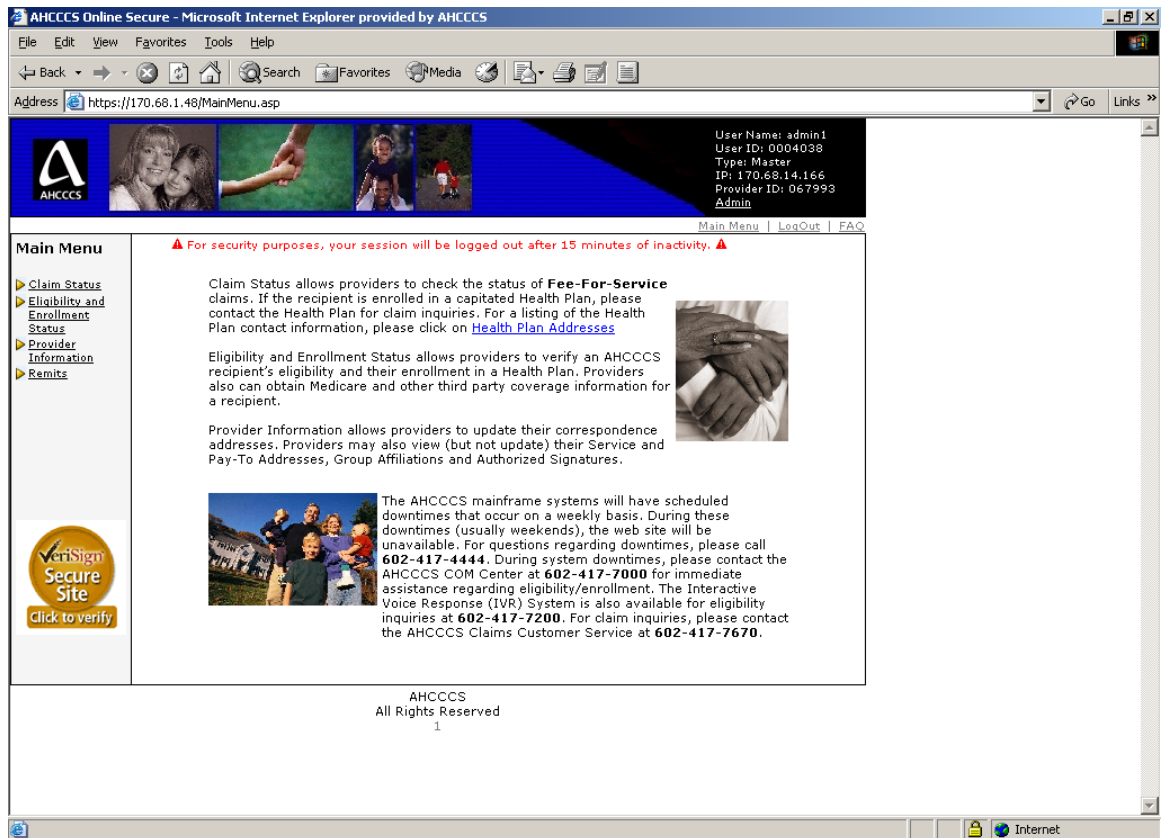
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<http://www.ahcccs.state.az.us/HIPAA/Testing/Default.asp>

[www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf](http://www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf)

2. Access the Remittances site functionality by clicking on the "Remits" link on the left side of the page (bottom link available in the Main Menu on the left side of the page).

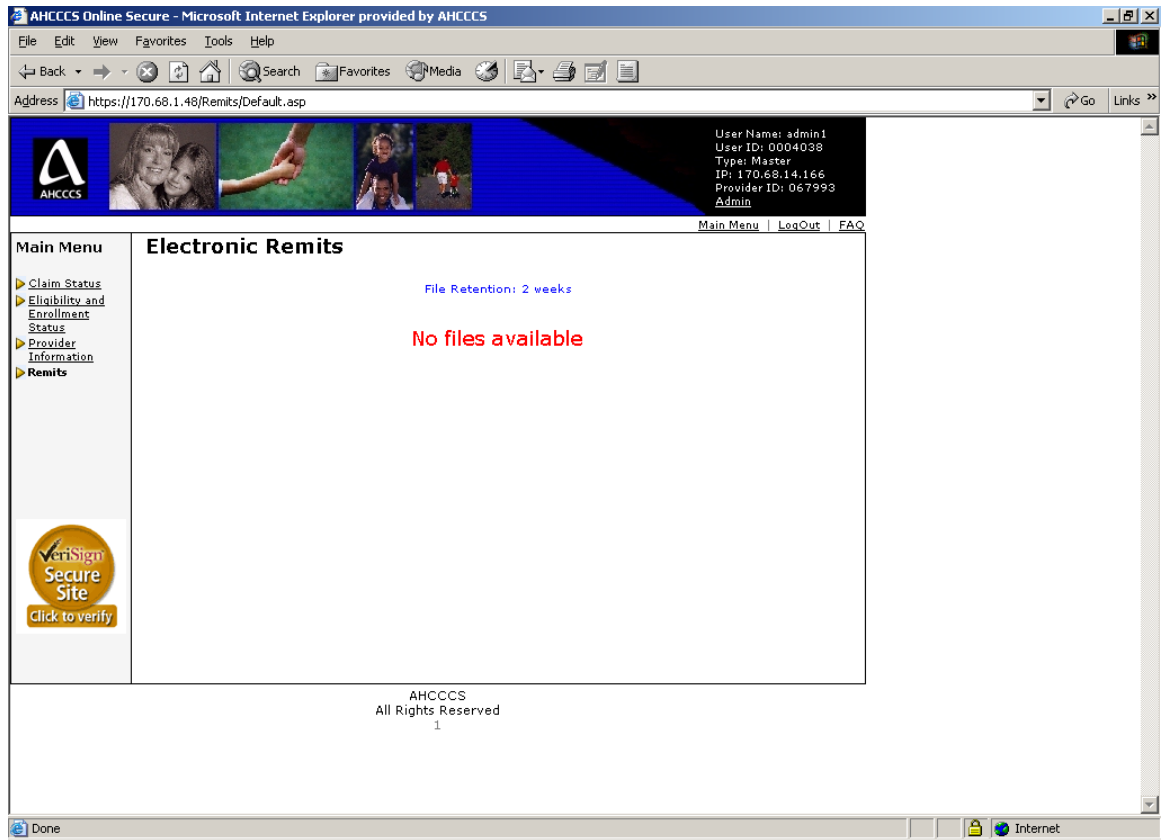


Note: This access will not be activated until all registration/testing processes as outlined in the AHCCCS ERA Manual are completed.

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http://www.ahcccs.state.az.us/HIPAA/Testing/Default.asp  
www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf

3. If you have no available remittance files, you will instead receive the following page advising you of the lack of available files.



Note: No files will be made available pending the completion of required testing.

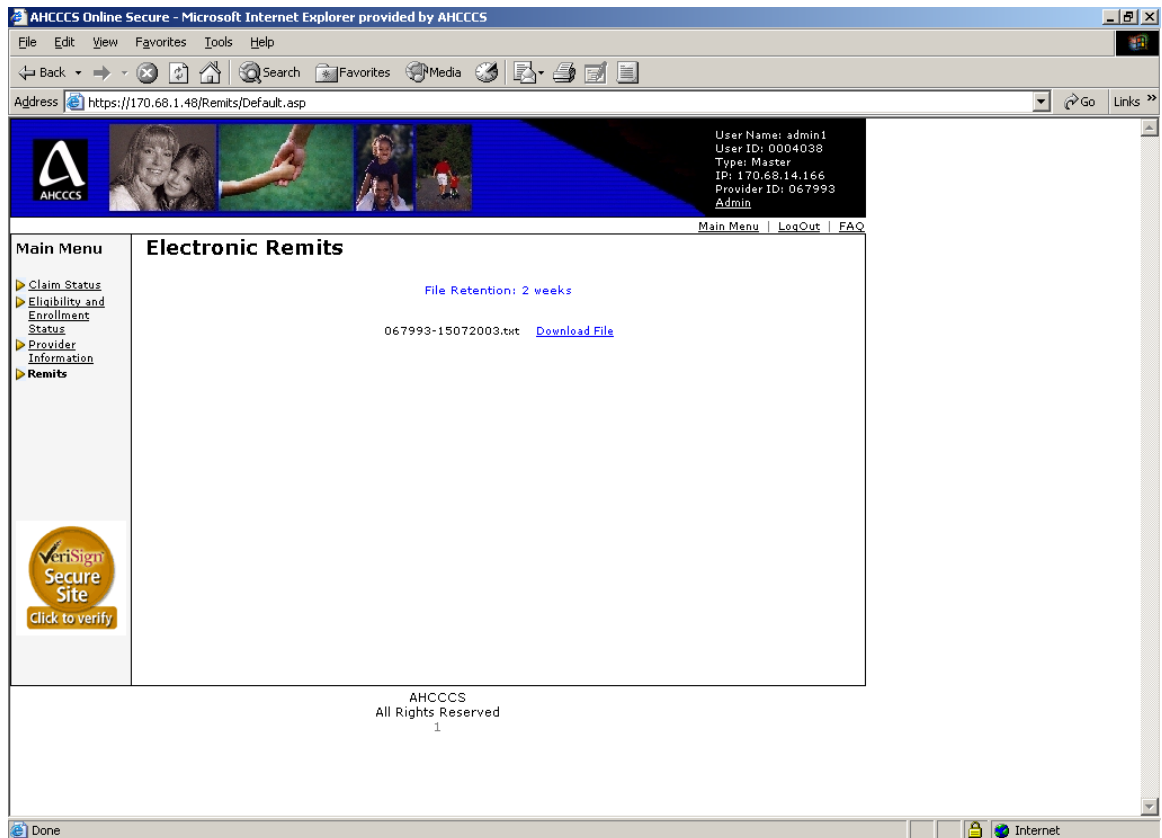
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<http://www.ahcccs.state.az.us/HIPAA/Testing/Default.asp>

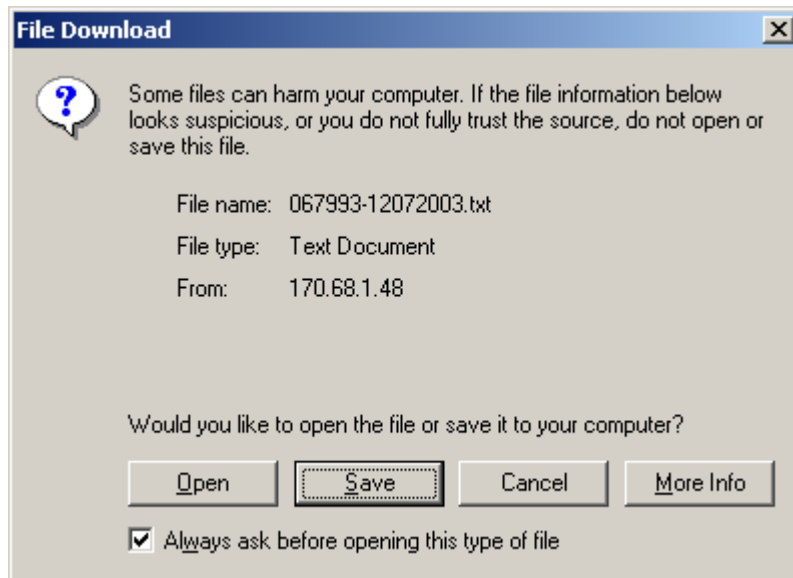
[www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf](http://www.ahcccs.state.az.us/HIPAA/Documents/PDFs/UpdatedRemittanceProcess2.pdf)

If you have any available remittance files, they will be listed on the next page.



5. To download a remittance file, click the “download file” link to the right of the filename corresponding to the file that you wish to download. You will then see this popup box appear on the screen.





6. Click the "Save" button. You will then be provided a window in which to specify where you wish the remit file saved.
7. Specify a location and click the "Save" button. The file has been saved and can be accessed directly from there, and displayed in any text editor (Notepad, Wordpad, Winword, etc.)

\* Note: remittance files are retained by AHCCCS Online for 2 weeks. After 2 weeks, they will no longer be available via AHCCCS Online.